

1. Under Volume 1, Section 1.0 Introduction. The last sentence reads: Subcontractors shall possess the capability to provide personnel with active security clearances at the Secret Level. A company cannot place an employee with a secret clearance unless they are a cleared facility according to DISCO. Should being a cleared facility be part of the minimum qualification criteria? Unless a company has a cage code and is cleared to the secret level, they would not be able place these cleared individuals.

Answer: The paragraph in the statement of work is correct. JPL does expect all subcontractors to be able to recruit for classified positions if necessary. This is not a mandatory qualification criteria. Currently, JPL has a very limited need for classified positions. Those positions we currently staff may not be needed immediately. You are correct that in order to recruit for classified positions, you will need a site facility clearance. But this is not an immediate need at JPL. Subcontractors selected for TSEP award will either have to have an active facility clearance or agree to pursue a site facility clearance in order to meet the requirements of the SOW. JPL will assist any contractor selected after award.

2. In the transition period, what happens to the existing Contractors at the Lab?. Do they get rolled on the payrolls of the new selected Subcontractors (Vendors) or are they let go?.

Answer: As stated several times, those members of the existing TSEP work force needed will transition into the new subcontracts. There is no guarantee that any particular number will transition. They will be competed among all the new TSEP contracts and allowed to choose their new employer.

3. With regard to the Past Performance response (and I should know this, but), is a cover page allowable in addition to the 3 pages, and is an addendum acceptable to show "evidence that your organization has successfully managed TSEP-type support efforts in the past" (invoices, contracts, etc)?

Answer: The General Instructions of the RFP on page 1 state that Past Performance shall be limited to 3 pages per reference. We assume you will put a cover page letter on your past performance volume (your decision) but no specific past performance information should be included in the cover letter. No additional pages will be evaluated per reference.

4. Sorry to bother you, but I want to be clear that on the page limitation on Volume III which states "3 pages/ref" that it is OK to have an addendum with for example recent invoices to show proof of doing business?

Answer: You are probably referring to the mandatory qualification criteria here and not past performance. Yes, it is ok to add this information into the mandatory qualification criteria as an addendum to your qualification letter. This type of information is not needed for past performance.

5. We had a question with regard to the monetary threshold to which you are adhering in your definition of “small business”. Can you provide that info to me?? Want to make sure that we are, indeed, qualified to participate in your solicitation before we go too much further.

Answer: The monetary thresholds for the NAICS codes are located at the Small Business Administration web site at <http://www.sba.gov/size/sizetable2002.html> You should review this web site and make a self certification as to whether you qualify or not. Remember, this only sets the size standard and does not restrict this acquisition to IT staffing only. Any type staffing company is eligible to bid that meets the size standards and other mandatory qualification criteria.

6. I manage 3 services for ICIS and there are three TSEP contractors working for me. Due to the nature of our business, it is critical that people working for me have both cell phones and laptops. This appears to be a problem under their current contract and their contracting company refused to supply these items. Will the new TSEP contract accommodate modern IT support for the contractors?

Answer: TSEP employees will be given the necessary tools to support their job as required. If they are required to have a computer, then one will be provided. If they need IT support, then it will be provided. This is determined on a case y case need from the hiring technical supervisor.

7. Are the averages of the actual salaries and wages currently being paid under the existing TSEP and CSEP contracts higher, equal to, or lower than the "midpoints" provided in Attachment A-18? If the answer is other than "equal to", please explain the differences for each of the labor categories provided in Attachment A-18.

Answer: The Direct Labor Ranges in the current TSEP subcontracts are lower then the ranges being used in the new RFP. The reason for this is that wages have gone up. The JPL finance organization has applied an escalation factor to the current ranges to develop the new higher rate ranges.

8. How does JPL propose to select a candidate if the same candidate is submitted by 2 different subcontractors. Will the first submittal "win" - or the lowest cost?

Answer: Neither of the above. If the "selected candidate" is presented by both TSEP companies, then JPL will open negotiations with both companies. Remember, JPL is negotiating with the TSEP company, and not the TSEP employee. It is presumed that the candidate can be placed under contract with either company. The company which negotiates the best value to JPL will be selected. That may hinge on lowest cost, but not always. There may be other factors that come into the negotiations. Once a deal is made, the selected company is expected to hire the candidate in question. If the company cannot come to terms with the prospective employee, then the second company will be engaged in negotiations until the prospective TSEP candidate is placed in employment. This is a "Best Value" selection each time.

9. In the specimen subcontract - Article 3 - Special Provisions- #12. - Approval of Time Worked - seems to indicate that our own Personnel Administrator will approve time worked. Does JPL require a JPL Manager approval for timecards - and will you accept electronic timecards that can be approved by JPL managers?

Answer: Yes, the Personnel Administrator does approve time worked. The JPL Technical Supervisor will never approve Subcontractor Time cards. However, if work has been completed that was not authorized by JPL, then it will not be paid. It is the responsibility of the Personnel Administrator to ensure that all work is authorized by JPL before authorizing your employees to work. That is why the Personnel Administrator needs to be empowered to authorize the performance of work for your company. Electronic time cards are acceptable.

10. On the TSEP RFP home page under Group A Attachments it lists A1 Acknowledgement JPL 2384 R8/01 but when you click on the hotlink, JPL 2384 R7/03 appears. Which revision is correct?

Answer: We apologize for the mix up. We have loaded new forms into our automated data base and got the wrong ones loaded. Actually the correct form is dated 8/04. Continue to use the form posted until a new one replaces the one posted. You will not be penalized for using the wrong form.

11. On the TSEP RFP home page under General Provisions it provides a hotlink to JPL 1737, "Release of Information" and if you click on the hotlink JPL 1737 R2/98 appears. However, in the Specimen Contract page i, GENERAL PROVISIONS, it lists JPL 1737, "Release of Information" R9/99. Which revision is correct?

Answer: Again, we apologize for the wrong form being linked. The correct most recent form is dated 9/99. Continue to use the form posted until a new one replaces the one posted. You will not be penalized for using the wrong form.

12. On the TSEP RFP home page under General Provisions it provides a hotlink to JPL 1943, "Affiliate Access Report" and if you click on the hotlink JPL 1943 R2/00 appears. However, in the Specimen Contract page i, GENERAL PROVISIONS, it lists JPL 1943, "Affiliate Access Report" R8/98. Which revision is correct?

Answer: Again, we apologize for the mix up. The correct form is dated 2/00. In this case we have the most recent form posted but failed to update our specimen contract. The Specimen Contract will be updated to reflect the form dated 2/00.